

**King County Board of Ethics  
Publications Order Form**

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[board.ethics@metrokc.gov](mailto:board.ethics@metrokc.gov)

Today's Date:  
Date Needed:  
Name:  
Phone:  
Mail Stop:  
Department:  
Division:

# Needed    Publication

- |       |   |
|-------|---|
| _____ | <b><i>Summary of the Code of Ethics</i></b> —a summary of the ethics code in plain language with examples; required to be received by all new employees – <b><i>Order Only For Employees Who Will Not Attend the New Employee Orientation</i></b>   |
| _____ | <b><i>Ethics Help Line Card—Helping Employees Make Ethical Decisions</i></b> —a rolodex-sized card with contact phone number designed for employees who have questions about ethical ways to approach their county work – <b><i>Order Only For Employees Who Will Not Attend the New Employee Orientation</i></b>         |
| _____ | <b><i>You and King County: Doing Business with Contractors, Vendors, Clients, and Customers</i></b> —a brochure for those doing business or seeking to do business with the county – as well as county employees working with these client groups; highlights sections of the ethics code that affect these relationships |
| _____ | <b><i>Members of King County Boards, Commission, Committees, and Other Multi-Member Bodies</i></b> —a brochure for volunteer citizens, highlighting ethics code provisions that affect their service on county boards and commissions   |
| _____ | <b><i>Exiting Employees Fact Sheet</i></b> —a summary of post-employment policy and law and a list of key provisions under the Code of Ethics   |
| _____ | <b><i>Advisory Opinion Subject Index and Summary Guide</i></b> —a complete set of summarized advisory opinions issued by the Board of Ethics, organized by subject and chronology   |
| _____ | <b><i>2004 Annual Report</i></b> —a review of the past year, distributed annually to all county elected officials, directors, deputies, and managers  |
| _____ | <b><i>Ethics Poster</i></b> —12" x 17" poster with peel-off Ethics Help Line card for display in areas wherever employees expect to find helpful county information   |

Fulfilled: \_\_\_\_\_